

Approved For Release

~~CONFIDENTIAL~~

CIA-RDP70-00211R000200190002-6

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

January 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	103	408	
2. RECORDS ACCESSIONED	767	4,469	32,769
3. RECORDS DISPOSED OF AT CENTER	102	477	2,147
4. RECORDS TRANSFERRED FROM CENTER	17	922	4,904
5. RECORDS HOLDINGS	25,718		
6. DISTRIBUTION MATERIAL RECEIVED	258	1,650	19,392
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	139	798	5,086
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	63	326	3,349
9. DISTRIBUTION MATERIAL HOLDINGS	* 12,088		
10. TOTAL HOLDINGS	37,806		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	874	5,051	48,885
12. INFORMATIONAL REQUESTS	65	424	3,552
13. INFORMATION REPORTS	171	1,887	
14. INTELLIGENCE REPORTS	2,343	20,646	
15. ADMINISTRATIVE ISSUANCES	1,439	5,649	
16. TOTAL	4,892	33,657	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	13,109	74,261	
B. RETURNS	5,530	23,777	
18. ADMINISTRATIVE ISSUANCES	1,916	13,589	
19. TOTAL	20,555	111,627	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	271	5,478	
21. PHOTOCOPY	65	517	
22. DITTO	36	227	
23. TOTAL	372	6,222	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	41,220	
25. UTILIZED	37,806	
26. COMMITTED	2,456	
27. AVAILABLE	958	